

NOTICE OF CHANGES TO OBSERVATION POLICY

- The Board of Education revised Policy KK as it pertains to classroom observations on June 11, 2018.
 - A reference copy with revisions is attached.
- Parents should submit a request to observe in writing. Please use the Observation Request Form, which will be distributed electronically prior to the start of the school year.
- Observation requests must be processed in accordance with Policy KK.
 - Schools are not permitted to develop, adopt or utilize internal school guidance or policies that alter, supplement or supplant Policy KK, without Board approval.
- Listed below are methods you may use to structure a parent's classroom observation in order to minimize distractions to other students, while still allowing parents to observe their student in his/her regular classroom setting. The method used may vary depending on the purpose of the observation.
 - Designated place in classroom
 - Observe through door or window
 - Use of partition
 - Use of video
 - Less structured instructional time – specials
 - Less structured activity – lunch/recess
 - Individualized instruction or therapy
- If confidentiality issues or other concerns arise, please contact Tony Moore (North) or Kim Bielawski (South).

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EXPLANATION: VISITORS TO DISTRICT PROPERTY/EVENTS

The revisions to the section regarding parental observations during instructional time were requested by the district.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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VISITORS TO DISTRICT PROPERTY/EVENTS

District Property

Members of the Raytown C-2 School District staff will treat parents and other members of the public with respect and will expect the same in return. The district must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering district grounds.

Accordingly, this policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. The Board does not intend this policy to deprive any person of his or her right to freedom of expression. Rather, the Board seeks to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interests of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, abusive or aggressive actions and language.

The Board wants and expects for our students and staff to have an environment that is safe, secure and stable and conducive to learning and teaching. As such, the Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process, including any individual who disrupts or threatens to disrupt school or office operations, threatens the health or safety of students or staff, willfully causes property damage, or uses loud and/or offensive language that could provoke a violent reaction. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all district employees to direct visitors to the office and report any person in violation of district rules.

Visits During Non-Instructional Time

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events. Examples of visits include but are not limited to lunch with a child, open house, room parties, etc. All visitors during business hours, including Board members, must sign or check in at the building office prior to being escorted elsewhere in the building. The district encourages parents/guardians or others to notify the building office ahead of their visit to minimize classroom disruption. Parents who wish to visit a school and/or class for the purpose of noting student and/or staff interactions must follow district guidelines for observations. Visitors not approved by the parent are not allowed to visit or observe.

Observations During Instructional Time

The Raytown C-2 School District Board of Education encourages parents to be actively involved in their childrens' education. Further, Missouri law states a preference for continuing a meaningful contact with parents.

The district is also committed to maintaining an instructional climate that is conducive to student success. Any parent may request to conduct an observation of their child regardless of the building, class or program to which the child is assigned. The district will only consent to such observations if it is possible to protect the legal privacy of other students in the classroom and that the observations will not disrupt the educational process. Observations will be processed in accordance with this policy and are subject to the following conditions:

1. All observations will be arranged in advance with the building administrator. Parents should submit a request for observation in writing to the building administrator.
2. The time, place and manner of the observation will be determined on a case-by-case basis by the building administrator based on factors including purpose of the observation, potential disruption to the educational process, legal rights of other students, safety of staff and students, and best interest of the child.
23. The district reserves the right to refuse any request for an observation that is deemed inappropriate, excessive or detrimental to the instruction process.
34. The classroom teacher and building administrator or a certificated designee shall be present throughout any and all observations.
45. The duration of the observation will be established at the time arrangements are made. The observation shall not exceed 45 minutes.
56. The individual conducting the observation and the observer shall not intervene and/or disrupt the instructional process.
67. Audio recorders and/or video cameras are not permitted.
78. During any time of the observation, the superintendent, principal or a designee of either may require the observer to leave.

Visits or Observations During Recess

Parents are not allowed to visit or observe during recess without an administrative escort.

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Guest Speakers

Guest speakers must be approved by administration at least 24 hours in advance. Content of the presentation must be connected to district goals and curriculum. The speaker must sign-in. He/she must be escorted and supervised throughout the visit.

Third-Party Observations

Observation of students by third parties is permitted if the observation is legally required, in the best educational interest of the child, or is otherwise designed to improve the district's educational program. Third-party observations must adhere to all conditions set forth in this policy for visits and observations. Parents who wish to have a child observed must complete form KK-AF and submit it to the assistant superintendent of special services or the building principal. Parents will be notified whether their request has been approved.

Appropriate Behavior

The Raytown C-2 School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by patrons at athletic and other events. The Board will work with parents/guardians, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

Registered Sex Offenders and Persons Prohibited on or Near District Property

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or *nolo contendere* to or who have been convicted of or found guilty of violating the following provisions

from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 573.200, RSMo.
5. Promoting a sexual performance by a child, § 573.205, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for

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a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Enforcement

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, principal or a designee of either may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may communicate with the Board in writing but will not be allowed back onto district property unless allowed by the Board.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 02/12/2007, eff. 07/01/2007

Revised: 05/11/2009, eff. 07/01/2009; 06/25/2012; 11/10/2014; 01/09/2017;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
AH, Use of Tobacco Products and Imitation Tobacco Products
BDDH, Public Participation at Board Meetings
ECA, Building and Grounds Security
ECD, Traffic and Parking Controls
ECG, Animals on District Property
INC, Speakers at District Events
JEDB, Student Dismissal Precautions

Legal Refs: Mo. Const. art. IX, § 1(a)

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§§ 566.149, 589.400, RSMo.

U.S. Postal Serv. v. Greenburgh Civic Ass'ns., 453 U.S. 114 (1981)

Embry v. Lewis, 215 F.3d 884 (8th Cir. 2000)

Lovern v. Edwards, 190 F.3d 648 (4th Cir. 1999)

Vukadinovich v. Board of Sch. Trustees of Mich. City, 978 F.2d 403 (7th Cir. 1992)

Miller v. Montgomery County R-II Sch. Dist., 2011 WL 1299536 (April 1, 2011)

Raytown C-2 School District, Raytown, Missouri